



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

**OPENING DATE: 23rd October 2024**

**REQUEST FOR PROPOSAL: 2024/SOQ/SCU/RFP/002**

**FOR REHABILITATION WORK OF REFUGEE VILLAGES SCHOOLS AND  
CONSTRUCTION OF ADDITIONAL CLASSROOMS AND TOILETS IN BALOCHISTAN**

**CLOSING DATE AND TIME: 13<sup>th</sup> November 2024 – 17:00 hrs. PST**

**OPEN TO ONLY PAKISTAN BASED COMPANIES**

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## **INTRODUCTION TO UNHCR**

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950, by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 60 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environments, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

## **1. REQUIREMENTS**

The Office of the United Nations High Commissioner for Refugees (UNHCR), sub office at Quetta, Pakistan, invites qualified and Pakistan Engineering Council (PEC) registered contractors/companies, who are registered, to make a firm offer for the **Rehabilitation work of Refugee Village Schools and construction of additional classrooms and Toilets in Balochistan** (referred to hereinafter as "Works").

### **IMPORTANT:**

Exact technical specifications of the requirements are detailed in **Annex B and B1** of this document.

The successful bidder(s) will be requested to maintain their quoted prices throughout the duration of the Service Contract for the implementation of the Works until processing of the retention payment.

The requirement of UNHCR for the Works has been specified in the Bill of quantities Offer Form (**Annex B and B1**).

Other United Nations Agencies, Funds and Programmes shall be entitled to the same prices and terms as those contained in the offers of the successful bidders and could form the basis for a Contract with other UN Agencies.

**IMPORTANT:**

When a Contract is awarded, either party can terminate the agreement only upon 60 days (2 months) notice, in writing to the other party.

The initiation of conciliation or arbitral proceedings in accordance with **article 71** “settlement of disputes” of the UNHCR General Conditions of Contracts for Civil Works shall not be deemed to be a “cause” for or otherwise to be in itself a termination clause.

**It is strongly recommended that this Request for Proposal document and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.**

**Sub-Contracting:** Please take careful note of article 7 of the attached General Terms and Conditions of Contract for Civil Works (**Annex E**).

Note: This document is not construed in any way as an offer to contract with your company.

**2. BIDDING INFORMATION:**

**2.1. RFP DOCUMENTS**

The following annexes form integral part of this Request for Proposal:

- Annex A: Calendar of Activities
- Annex B: Lot 1: Scope of Work/BOQ Loralai, Pishin and Killa Saifullah
- Annex B1: Lot 2: Scope of Work/BOQ Chaghi and Quetta District
- Annex C: Lot 1: Financial Offer Form/Price proposal for Loralai, Pishin and Killa Saifullah
- Annex C1: Lot 2: Financial Offer Form/Price proposal for Chaghi and Quetta District
- Annex D: Vendor Registration Form (*bidder must fill/complete the form and submit signed/stamped copy in technical offer*)
- Annex E: UNHCR General Conditions of Contract for Civil Works
- Annex F: UN Supplier Code of Conduct

**2.2 ACKNOWLEDGMENT**

We would appreciate your informing us of the receipt of this RFP by return e-mail to [pakqurfq@unhcr.org](mailto:pakqurfq@unhcr.org) as to:

- Your confirmation of receipt of this Request for Proposal
- Whether or not you will be submitting a proposal.
- The source where you have acquired this tender document (e.g. E-Mail, Chamber of Commerce, UNGM website, UNHCR Pakistan website, printed media etc.)

**IMPORTANT:**

Failure to send the above requested information may result in disqualification of your proposal from further evaluation.

**2.3 REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification in respect of this RFP by e-mail to [pakqurfq@unhcr.org](mailto:pakqurfq@unhcr.org). **The deadline for receipt of questions is 17:00 hrs PST on 4<sup>th</sup> November 2024.** Bidders are requested to keep all questions concise. UNHCR will reply to the received questions as soon as possible using the messaging functionality in this ERP portal and/or by attaching the list of Questions and Answers to this RFP in this ERP portal or post the responses to UNGM and UNHCR Pakistan website.

## PRE-BID CONFERENCE

UNHCR will organize a supplier pre-bid conference via Microsoft Teams on 28<sup>th</sup> October 2024 at 11:00 AM PST. Please submit the email address to use for the Microsoft Teams meeting invite to [pakqurfq@unhcr.org](mailto:pakqurfq@unhcr.org) with a subject: Pre-bid meeting email contact – **RFP REF: 2024/SOQ/SCU/RFP/002** (Negotiation 380. Participation to the pre-tender conference shall be at the bidder's own expense.

Participation to the pre-bid conference is strongly recommended given the complexity of the requirements. However, after the supplier conference, Questions & Answers document will be prepared, shared via the messaging functionality, added to the list of attached documents in this ERP portal and posted on the UNHCR websites: i.e. <https://www.unhcr.org/pk/tenders> and UNGM.

## 2.4 YOUR OFFER

### **IMPORTANT:**

Cancellation of Solicitation: UNHCR reserves the right to cancel a Solicitation at any stage of the procurement process prior to final notice of award of a contract.

Your offer shall be prepared in English.

Please submit your proposals using the Annexes provided (where applicable). Proposals not conforming to the requested formats may be not taken into consideration.

### **IMPORTANT:**

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff other than the submission mode in the portal will result in disqualification of the offer.

Your offer shall comprise the following two sets of documents:

- Technical offer
- Financial offer

## 2.5 BID EVALUATION:

Each proposal from a Bidder will be considered separately and independently. Bidders shall submit a complete proposal for each solicitation in which they wish to participate. References to previous or on-going proposals will not be considered. Award of a previous contract with UNHCR will not be considered in itself as a preference or guarantee for the award of future solicitations on the same subject.

### **2.5.1 Content of the TECHNICAL OFFER**

Please note that by submitting a response to this RFP you are authorizing UNHCR to verify or reference check the authenticity of the information and documentation you have provided, and this shall be done without any notification or further request for authorization from you.

### **IMPORTANT:**

**No pricing information should be included in the technical offer. Failure to comply will result in disqualification. The technical offer should contain all information required.**

The technical details of the construction services requested for by UNHCR can be found in

## **Annex B and B1 – Technical Specifications.**

The following details shall be the **Preliminary** of the **Technical Evaluation Criteria**.

Please fill in, sign and stamp Annex D – Vendor Registration Form. This document shall be part of your technical proposal, albeit it will not be technically evaluated.

### **A. Stage 1- Preliminary Evaluation (Administrative Mandatory Requirements) – (PASS/ FAIL)**

The **preliminary / administrative evaluation stage of the submission** will be assessed using the below criteria. This component of the submission will be reviewed by the technical evaluation committee together with the technical component of the submission. Therefore, the bidders shall attach the following documents as part of the Preliminary / Administrative criteria.

The documents to be provided by the company should include;

- 1. General Conditions of Contracts (Annex E):** Please note that the General Conditions of Contracts will be strictly adhered for the purpose of any future contract. You are requested to submit a signed and stamped copy of the document as your acceptance of the same.
- 2. Acknowledgment of UN Supplier Code of Conduct (Annex F):** You are requested to submit a signed and stamped copy of the document as your acceptance of the same.
- 3. Company / Business Registration:** Bidder must be registered with Government Authorities (NTN, must provide a Certificate of incorporation or a valid copy of company registration certificate)
- 4. Company / Business Profile:** The company profile must clearly indicate the year founded, type of firm (e.g., Contractor, Developer, Sub- Contractor), etc.
- 5. Payment Term:** Bidders must accept UNHCR payment terms i.e., 30 days net after invoice is verified by UNHCR. No advance payment.
- 6. Bid Validity:** 120 days. Note: The selected bidder must also accept to have their prices valid throughout the duration of the project implementation until final completion of works against issuance of a certificate of works completion.
- 7. Registration with Pakistan Engineering Council (PEC):** Bidder / company to provide copy of valid certificate (in category C-5 or above) or PEC renewal slip subject to provision of a Valid PEC certificate at the time of the preparation of the tender submission memo. Bidder must have a valid PEC certificate at the time of contract award.

**A company must meet all the requirements of stage 1 – Preliminary evaluation to qualify for stage 2 – Technical evaluation.**

### **B. Stage 2 – Technical evaluation:**

The **Technical offer** will be evaluated using inter alia the following criteria and percentage distribution: **60%** from the total score.

**The percentage assigned to each Technical Evaluation criteria is determined in advance as follows:**

<b>Criteria</b>	<b>Marks</b>
1. Company experience and qualification	40
2. Technical Capacity	30
3. Workplan and Gantt chart	20
4. Financial Capacity	10

**NOTE:** The cut-off points for submissions to be considered technically compliant will be 60 marks out of 100 marks and must have provided all the Mandatory Documents requested for in the preliminary evaluation (Mandatory administrative requirements).

**Detailed Technical Evaluation Criteria:**

1	<p><b>Company qualification and experience</b></p>	<p>Past Experience in Construction /Rehabilitation works: Evidence of Contracts in construction/rehabilitation projects of at least 10 million PKR per project implemented from 2020 onwards. Please, provide authentic work orders, contracts, or POs together with completion certificate/satisfactory reference letters. The allocation of marks is as follows:</p> <p>(i)- Four projects done from year 2020 onwards, each of PKR10 million or above with supporting documents- <b>40 marks.</b></p> <p>(ii) Three projects done from year 2020 onwards, each of PKR10 million or above with supporting documents <b>30 marks.</b></p> <p>(iii)-Two projects done from year 2020 onwards, each of PKR10 million or above with supporting documents- <b>20 marks.</b></p> <p>(iv)- One project done from year 2020 onwards, of PKR10 million or above with supporting documents- <b>10 marks.</b></p> <p>(v)- Contracts implemented before 2020 and Below PKR.10 million project/Zero project – <b>0 marks.</b></p> <p><b>(10 Marks for each Workorder done from 2020 onwards of PKR 10 million and above)</b></p>	40
2	<p><b>Technical Capacity</b></p>	<p><b>Technical Capacity:</b> The proposal includes details of Technical Staff including PEC Registered dedicated for the project, supported by valid work contracts and CVs, highest academic qualifications, and valid PEC/PCATP registration numbers. The Project Manager/Civil engineer must be PEC registered under the firm: 1 x Project Manager (<b>10-Marks</b>) · 1 x Civil Engineer (<b>10-marks</b>) · 1 x Architect (<b>10-marks</b>)</p> <ul style="list-style-type: none"> <li>• <b>One-Project Manager</b> · Experience of 5 Years or more (<b>10 marks</b>). · Experience of minimum 2 years but less than 5 years (<b>6 marks</b>). · Experience of less than 2 years (<b>0 marks</b>)</li> <li>• <b>One Civil Engineer</b> · Experience of 5 Years or more (<b>10 marks</b>). · Experience of minimum 2</li> </ul>	30

		<p>years but less than 5 years <b>(6 marks)</b>. · Experience of less than 2 years <b>(0 marks)</b></p> <ul style="list-style-type: none"> <li>• <b>One-Architect</b> · Experience of 5 Years or more <b>(10 marks)</b>. · Experience of minimum 2 years but less than 5 years <b>(6 marks)</b>. · Experience of less than 2 years <b>(0 marks)</b></li> </ul>	
3	<b>Work Plan/ Gantt chart Proposal</b>	<p>The bidder's proposal should include the following key areas, which will be evaluated:</p> <ol style="list-style-type: none"> <li>1. <b>Quality Assurance (Submitted: 2 marks, not submitted: 0 marks):</b> Explain in one or two paragraphs how you will ensure the quality of work during construction/repair.</li> <li>2. <b>Risk Mitigation Measures (Submitted: 2 marks, not submitted: 0 marks):</b> Describe in one or two paragraphs how risks will be managed and mitigated throughout the project.</li> <li>3. <b>Health Hazards (Submitted: 2 marks, not submitted: 0 marks):</b> Provide details in one or two paragraphs on how you will address health and safety concerns during the project.</li> <li>4. <b>Environmental Considerations (Submitted: 2 marks, not submitted: 0 marks):</b> Explain in one or two paragraphs how you will minimize the project's environmental impact.</li> <li>5. <b>Gantt Chart for Work Schedule (12 marks):</b> Submit a Gantt chart showing the Daily work activities and timelines of each construction/repair process, starting from the contract start date. The Gantt chart should be presented separately for each Lot, with the following scoring based on the project's completion time: <ul style="list-style-type: none"> <li>○ <b>6 months or less:</b> Gantt chart with detailed Daily work activities and timelines — <b>12 marks</b></li> <li>○ <b>More than 6 months but less than or equal to 8 months:</b> Gantt chart with detailed Daily work activities and timelines — <b>8 marks</b></li> <li>○ <b>More than 8 months but less than or equal to 10 months:</b> Gantt chart with detailed Daily work activities and timelines — <b>5 marks</b></li> <li>○ <b>More than 10 months or insufficient detail in the Gantt chart:</b> No marks awarded.</li> </ul> </li> </ol> <p>In the <b>12 marks section</b> of the Gantt Chart evaluation, "<b>insufficient detail</b>" refers to the requirement for a comprehensive and well-structured representation of the project timeline. To receive the full 12 marks, the Gantt chart must include specific information on each construction or repair phase, such as clearly defined tasks, daily work activities, start and end dates, milestones, and any dependencies between activities. If the Gantt chart fails to provide this level of detail, it will be deemed insufficient. Therefore, to achieve the full score, bidders must present a Gantt chart that thoroughly outlines the work stages and timelines, ensuring clarity and precision in their project planning.</p>	20

<b>4</b>	<b>Financial Capacity</b>	Provision of 3 certified audited reports for the last 3 years (covering 2023/2024, 2023/2022, 2021/2022,) showing a minimum total <b>annual turnover</b> of at least 100 million PKR and above.  <b>3 marks</b> per each certified Audited report ( <u>except 2023/2024 Report allocated 4 marks</u> ) with annual turnover equal or more than PKR 100 million (4 marks+3marks+3 marks) = <b>10 marks</b> . <b>Zero marks</b> for Reports below 100 million PKR, those before specified years or not submitted.	<b>10</b>
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**2.5.2. Clarifications of Proposals:**

To assist in the examination, evaluation, and comparison of proposals UNHCR may at its discretion ask the Bidder for clarification about the content of the proposal. The request for clarification and the response shall be in writing and no change in price or substance of the proposal shall be sought, offered, or accepted.

UNHCR may conduct background checks or supplier visits for the recommended vendor(s) before submitting the request for approval of contract award to the authorized committee on contracts.

**2.5.3 Content of the FINANCIAL OFFER**

**2.5.4 Financial evaluation:**

The **Financial offer** will use the following percentage distribution: **40%** from the total score. **The financial component will be analyzed only for those suppliers that pass the technical evaluation.**

The maximum number of points will be allotted to the lowest price offer that is opened and compared among those invited firms. All other price offers will receive points in inverse proportion to the lowest price; e.g.,

$$[\text{total Price Component}] \times [\text{US\$ lowest}] \div [\text{US\$ other}] = \text{points for other supplier's Price Component.}$$

For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

**Important:** Kindly upload financial proposal documents (Use Annex **C and C1**: Financial Offer Form) in financial section (Financial Evaluation - Commercial) only. If your financial proposal is visible in any part of the technical section, your proposal will be disqualified.

**Your financial offer must contain all items in Annex C and C1 - Bill of Quantities. Incomplete financial offers (incomplete Annex C) will not be considered for evaluation. Supplier can submit financial offer for any or both lots.**

**UN Global Compact and other factors:** UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that would bring companies together with UN agencies, labor and civil society to support ten principles in the areas of the human rights, labor, environment, and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

UNHCR will not provide any advance payments or payments by letter of credit. The standard payment terms are by bank transfer net thirty (30) days after acceptance of

contractor's invoice and acceptance by UNHCR of the works.

UNHCR is exempt from all direct taxes and customs duties. Since UNHCR is undertaking local procurement, therefore, price has to be given without VAT/GST. If requested by the successful bidder, UNHCR shall obtain from authorities GST exemption, upon provision of all required documents by bidder.

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

A payment schedule based on contract implementation milestones, including retention, is possible, and will be discussed only with the awarded bidder(s) prior to the establishment of the Service Contract.

## **2.6 SUBMISSION OF PROPOSAL:**

Proposals should be submitted directly in the portal and all attachments should be uploaded in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.). The Technical and Financial offers shall be submitted in the specified sections. Failure to do so may result in disqualification.

The proposal submission deadline is specified in the Overview section. Any proposal received after this deadline or outside of the online portal will be rejected. UNHCR may at its discretion, extend the proposal submission deadline and the notifications will be sent to all prospective bidders directly in the online portal. The extension of the deadline may accompany a modification of the requirements prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

It is the supplier's responsibility to verify that documents and correspondence have been submitted properly before the deadline.

UNHCR will not be responsible for locating or securing any information that is not identified in the proposal. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the proposal, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

**IMPORTANT:** Bids that are otherwise submitted, addressed and/or copied or sent to other addresses or individuals will be marked invalid and not considered for evaluation. Incomplete offers that do not comply with our Request for Proposal – 2024/SOQ/SCU/RFP/002 will not be considered.

The **technical offer and financial offer are to be uploaded as separately.** Failure to do so will result into disqualification.

***BID SUBMISSION DEADLINE: 13<sup>th</sup> November 2024 – 17:00 HOURS LOCAL TIME (PAKISTAN)***

**LATE SUBMISSION OF BIDS / PROPOSALS:** Bids / Proposals received after the deadline for submission of bids will not be considered. Should the bidder have any challenges in submitting their proposal, request for assistance should be sort by sending an email to [pakqurfq@unhcr.org](mailto:pakqurfq@unhcr.org), at least 2 days before tender closing date. Bidders are encouraged to submit their proposals in good time to allow for any technical issues to be resolved.

### **2.6.1 ACCEPTANCE OF PROPOSAL**



UNHCR reserves the right to accept the whole or part of your proposal or allow split or partial awards on this project.

Partial and incomplete offers will not be accepted and in case of any discrepancy like calculation errors, unit rates will be considered.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that UNHCR is not bound to select any of the firms submitting proposals and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the proposal considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

### **NOTE TO BIDDERS:**

If you are interested in submitting a response to this Request for Proposal, please prepare your response / proposal in accordance with the requirements and procedures as set out in this Request for Proposal and submit it by the deadline for submission of proposals set out in this document and in the supplier portal.

Offers must be submitted through the Cloud ERP portal. In case you have never registered before, you can register a profile using the registration link [Supplier Registration \(oraclecloud.com\)](https://oraclecloud.com) and follow the instruction in guides available in the UNHCR website: [How to become a supplier | UNHCR](#). Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember your password or username from previous registration.

In the event suppliers need to change the e-mail account in the system, it will be required to edit the focal person information and contact details in the system. Registration Guide and User Manual are available in the following link: [Supplier Portal User Manual](#).

Should the bidder have any challenges in navigating through the Cloud ERP, request for assistance should be sort by sending an email to [pakqurfq@unhcr.org](mailto:pakqurfq@unhcr.org). Bidders are encouraged to register at the earliest to allow sufficient to for resolving challenges before the tender closing date.

## **2.7 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS**

Any Contract or Purchase Order (PO) issued to the winning offer because of this RFP will be made in Pakistan Rupees (PKR) currency. Payment will be made in accordance with the General Conditions for the Purchase of Civil Works and in the currency in which the Contract / PO is issued. Payments shall only be initiated after confirmation of successful completion of the civil works by UNHCR business owner.

## **2.8 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF CIVIL WORKS**

Please note that the General Conditions of Contracts for Civil Works (**Annex E**) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.

Yours sincerely,

**Kristof Horvath**  
Senior Supply Officer  
UNHCR Country Office – Islamabad, Pakistan